



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Probation Surveillance Officer I

FLSA: NE

SERVICE: Classified

REVISED: 09/29/05

Summary: Under close supervision, performs entry-level work of routine difficulty in casework services for assigned probationers, and performs related duties as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Provides closely structured supervision of assigned probationers.
- Makes prescribed contacts with adults, relatives, members of social agencies, employers and others.
- Monitors probationer's release from State institutions or under interstate compacts.
- Maintains detailed records, performs investigations, appears in court; may assist in the preparation of treatment plans.
- Performs searches and makes arrests under authority as a peace officer.
- Interviews defendants.
- Explains the legal system to defendants.
- Performs drug and alcohol screening using tools and methods approved by statute and/or administrative order.
- Encourages unemployed to obtain employment.
- Counsels defendants regarding making changes to their lifestyles to remain outside of jail.
- Prepares notes, log sheets and other records.
- Seeks persons who have absconded.

Knowledge and Skills:

- Knowledge of the principles and practices of probations services.
- Knowledge of counseling and interviewing techniques and human behavior.
- Knowledge of search, transportation and restraint procedures.
- Skill in personal interaction, counseling and interviewing.
- Skill in use of two-way radio communications.
- Skill in effectively communicating verbally and in writing.
- Skill to establish and maintain effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or G.E.D. AND thirty hours in Criminal Justice or the Behavioral Sciences or related field; AND a valid driver's license; AND must successfully pass a drug test, polygraph and/or psychological test and background check with no felony convictions.